

Report for Week Ending 3 April 1957
from
PROJECT STAFF

1. Contributions

- a. Microfilming of vital materials in the Office of Personnel was completed.
- b. Completed evaluations of the following employee suggestions:
 - (1) 2821 - Indicating Proof of Signature on Carbon Copies.
 - (2) 2921 - Agency-Wide Use of a Combination Charge-Out and Cross-Reference Form
 - (3) 2929 - Preventing Typewriters from Skidding Off Typewriter Lift Boxes.

2. Assignments Active

- a. Graphics Registry Division Files Survey - Set up 1957 administrative files in the Photographic Branch. The secretary to the Branch Chief is improving the Collection (Source) files on her own initiative. These files represent about 50% of the volume of current records. Project is 90% complete.
- b. Installation of Filing System in OSI - Completed the installation in the Collection Staff and began work in the Electronics Division. Project is about 45% complete.
- c. Proposed Office of Security Shelf Filing Installation - Obtained from [redacted] floor dimensions and record volume concerning the proposal.
- d. Biographic Register Shelf File Installation - Collaborated with the Procurement Division in developing invitation for bids.
- e. Industrial Register Shelf File Project - Proposal for testing an open shelf system is being considered by IR.

3. News

- a. [redacted] completed the one week IBM Methods Course given at Endicott, New York.
- b. [redacted] attended the Monthly O&M Luncheon lecture.
- c. Four employees from ORR Map Division accompanied last week's trip to the VM repository to work on the map collection.

Report for Week Ending 3 April 1957
from
RECORDS DISPOSITION BRANCH

Contributions:

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- a. Met with [] (Chief and Dep. Chief of OCI Security) concerning disposal of individual case folders upon separation of employee from the Agency. Agreement was reached to dispose of all papers except for signed copies of Oaths of Secrecy which are the only copy in the Agency. The item on the schedule was revised and this action will permit disposal of approximately 24 cu. ft. of records, of which 12 cu. ft. are in the Records Center.
- b. Met with AROs of Training and Personnel to discuss proposed system of reporting records disposition activity on an annual basis. Proposal was favorably received.
- c. Arrangements have been made to prepare a Records Control Schedule for the Commercial Staff which will include the records of PAPS.

Assignments (Active)

Project 6-40 - Office of Central Reference []

25X1

491 separate series of records amounting to 27,155 cu. ft. have been inventoried and entered on preliminary records control schedules. The inventory phase is completed except for records of the newly formed Document Division that were transferred from the Library. Records from other elements of OCR transferred to Documents Division were previously inventoried and entered on schedules. These schedules will be revised to fit in the new organization. Project is 68% complete.

Project 6-81 - Office of Logistics []

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No change from previous report. Project is 99% complete.

Project 6-88 - Office of Logistics []

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4. Records Management Survey in Stock Management and Requirements Section, Supply Division. Project continuing and is 10% complete.

News

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1. [] is attending IOC.

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Report for Week Ending 3 April 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

(1) Completed thirty actions requiring the printing of 168,050 copies, or sets of blank forms. This is a reduction of about 10% in the number of actions and a decrease of 837,850 copies compared with last week.

✓(2) Sixteen new and three revised forms were approved. One form was obsolete.

2. Assignments

a. Active

✓(1) Eight new and seventeen revised forms are pending .

(2) Three Employee Suggestions are being evaluated.

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3. News

a. [] is now attending a "Form and Guide Letter Course" being conducted by the National Archives. This course is in four $\frac{1}{2}$ day (morning) sessions and is attended by interested persons from the various government agencies.

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b. [] continued liaison with A. B. Dick Company (Mr. Edward W. Scheuneman) concerning certain problems involved in the use of stenciled markings of security classifications on mimeographed stencils.

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c. [] and I today discussed a new patented form process of possible use in the 53 series forms with Mr. Bradford, President of the Letterex Corporation.

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Report For Week Ending 2 April 1957
 From
 Records Center

During this week the following accessions were made:

OCR	56 Cu. Ft.
OSI	2 " "
OTR	7 " "
ORR	5 " "
MEDICAL	19 " "
MS	1 " "
COMPT	33 " "
ONE	7 " "
Sub-Total:	130 Cu. Ft.
Finished Intelligence	53 " "
Total:	183 Cu. Ft.

V M Material	617 Cu. Ft.
Records Holdings	21,241 " "
Distribution Material Holdings	10,478 " "

Distribution Material Disposed of at Center	12 Cu. Ft.
Distribution Material Transferred from Center	25 " "
Records Disposed of at Center	24 " "
Records Transferred from Center	1 " "

Accessioning

There were 31 cubic feet of "reel type" boxes accessioned during the week. This brings the total to 502 cubic feet of "reel type" boxes now stored in the DD/I "Grilled Area".

The Security Office has retired an additional 12 cubic feet of Polygraph records. There have been 62 cubic feet received to date.



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The following figures indicate the space utilization by operating component within the Center

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,962	9,948	11,910
DD/P	2,577	6,153	8,730
DD/S	822	7,038	7,860
DD/S (Compt.Grilled Area)	338	142	480
DD/I	352	6,458	6,810
DD/I Grilled Area	1,790	1,990	3,780
DCI	37	23	60
Map Negative	<u>673</u>	<u>917</u>	<u>1,590</u>
TOTAL:	8,551	32,669	41,220

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